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Approved For Release 2002/08/22 : CIA-RDP61-00274A000100120004-0

15 November 1957

MEMORANDUM FOR: Director of Training

SUBJECT : Status of OTR Overtime Study on 15 November 1957

1. The following items have been completed:

a. Collection of basic data by major organizational elements to include estimated overtime hours approved, overtime hours worked, overtime paid in cash and compensatory time.

b. Analysis of overtime worked under:

- (1) Allotment 7501 - Director of Training
- (2) Allotment 7503 - Plans and Policy Staff
- (3) Allotment 7507 - JOT Program
- (4) Allotment 7511 - Intelligence School
- (5) Allotment 7513 - School of International Communism
- (6) Allotment 7515 - Language Area School

2. The following items have yet to be completed:

a. Analysis of overtime worked under:

- (1) Allotment 7505 - Assessment & Evaluation Staff
- (2) Allotment 7506 - Support Staff/Administrative Branch
- (3) Allotment 7508-09 - Support Staff/Instructional Services Branch
- (4) Allotment 7517 - Operations School Headquarters, Field, Covert Training
- (5) Allotment 7519 -

b. Preparation of written report.

3. Expected date of completion 6 December 1957.

Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 170218 By:

O&M Examiner  
Management Staff

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**Matt:**

The most significant thing I have seen in the worksheet so far is the fact that OTR authorizes overtime altogether too far in advance and authorizes altogether too many hours - as shown by the fact that a relatively modest proportion of these authorizations has actually been worked. I informed [ ] about this in your absence, and he advised that these two corrections have been made.

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[ ]  
Chief, Management Staff

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MgtS/ARD:eh

Distribution:

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